

Meteorologist Working Group Operating Plan

Purpose

The Meteorologist Working Group (MWG) is established under the auspices of the National Predictive Services Group (NPSG). The mission of the MWG is to improve Predictive Services at all levels and support the NPSG through the following efforts:

- Discuss, coordinate and resolve national Predictive Services issues and make recommendations to NPSG.
- Develop task groups to study issues and report back to the MWG.
- Foster coordination, partnership and innovation among the Geographic Areas, NWS and the Fire Environment Working Team (FENWT).
- Promote standardization of Predictive Services products and services.
- Keep the respective Geographic Area Center Managers apprised of MWG activities.
- Coordinate with the Intelligence Working Group (IWG).

Membership

All GACC and NICC meteorologists will be voting members on matters of interest. The Chair of MWG, or his/her representative, will be a voting member on the NPSG.

Officers

Members of the group will elect a Chair and Vice-Chair to 2-year terms. At the conclusion of the 2-year term or if the Chair position becomes vacant, the Vice-Chair will assume the Chair position and the members will elect a new Vice-Chair.

Duties of the Chair

The Chair conducts the monthly conference calls, sending out a reminder, soliciting agenda items and preparing and distributing the agenda.

In coordination with the IWG Chair and host GACC, the Chair coordinates the agenda for and presides over the Group's annual fall meeting.

The Chair represents the group to the Geographic Area Center Managers, presenting issues/recommendations at their fall meeting.

The Chair, or his/her representative, serves as the group's representative to the NPSG, acting as the focal point for exchange of information between the two groups, soliciting issues from the MWG, and reporting back to the MWG on NPSG activities.

The Chair serves as the group's spokesperson when it is deemed appropriate – especially with outside groups or individuals.

Duties of the Vice Chair

The Vice-Chair records the minutes of the monthly conference calls, sending them to the Chair for approval and distribution to the MWG and IWG. The Vice-Chair is also responsible for maintaining and archiving the Group's records (conference call/meeting minutes, copies of correspondence to/from other groups, task group products, etc.), in coordination with NICC Predictive Services.

If the Chair is unavailable for a conference call, the Vice-Chair will conduct the call.

The Vice-Chair will serve as an alternate representative to the Geographic Area Center Managers and NPSG, attending their meetings when the Chair is unavailable.

Task Groups

Task groups will be formed as needed in order to accomplish action items identified by the group. Membership may include group members, subject matter experts, and others as needed. The task group leader will come from within the MWG, and will be the focal point for communications between the task group and MWG, as well as other external entities. The task group leader will make periodic progress reports to the MWG via conference calls and annual meeting(s). Task groups may be dissolved upon completion of their project, at the discretion of the MWG.

Conference Calls

Conference calls will be held on a monthly basis, generally on the second Wednesday of the month. Agenda items will be solicited during the week prior to the call, and the agenda will be distributed to both the MWG and IWG one to two days prior to the call. Additional calls may be scheduled as needed to address specific issues requiring more discussion.

Meetings

The MWG will meet with the IWG at least once annually, during the first week of November, in a national Predictive Services meeting. If needed, an additional meeting

will be scheduled in the spring (which may or may not include the IWG). The location for each meeting will rotate among the geographic areas, following the sequence on the NICC conference call. It is expected that meetings will be kept to the minimum time necessary to accomplish the purpose and agenda items agreed to by the Group. When appropriate, conference calls may be used in lieu of meetings to minimize travel expenditures.

Operating Plan Amendments and Approval

The Operating Plan will be reviewed annually and may be amended with the concurrence of the consensus of the members. The plan is effective as of the date of signature by the National Predictive Services Group Chair.

/s/ Gerry A. Day

1/20/2005

Chair, National Predictive Services Group

Date